



TOWN OF BARRINGTON

NEW HAMPSHIRE

Recreation Department

ASK Counselor Job Description

Job Summary:

The ASK After School Program staff must enjoy working with middle school aged children/teens. They are responsible for planning activities, ensuring the safety of all children in the program, serving after school snack, interacting with children and their families, working independently as well as with a team, and creating an enriching, fun, and safe environment. The candidate must have a positive attitude and serve as a role model to the participants in the program. This position is ideal for someone who is looking to work a few hours in the afternoon, is creative, child oriented, responsible, and dedicated.

Position details:

- Program Hours: 1:45-6:00pm, Monday - Friday
 - Arrival time flexible to accommodate class schedules
 - Must have at least 2 days of availability

Supervision Received

ASK Site Supervisor

Supervision Exercised

Program participants

Examples of Duties and Responsibilities

- Planning activities
- Ensuring the safety of all children in the program
- Serving after school snack
- Interacting with children and their families
- Working independently as well as with a team
- Creating an enriching, fun, and safe environment
- Being a positive role model to participants
- Adhering to safety guidelines
- Cleaning and sanitizing program supplies and equipment

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Knowledge, Skills, and Abilities

- High-school diploma or GED equivalent is preferred
- A background in education and/or college course in recreation, education (either completed or in progress) are preferred but not required
- Childcare work experience is preferred but not required
- Other training may be required after employment begins

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



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Working Conditions and Physical Demands

Physical and Mental Requirements: Minimal physical effort generally required in performing administrative, finance duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing 30 pounds. The employee is frequently required to use hands for gross motor, fine motor and dexterity to grasp or utilize office equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Frequently required. Lift 26 to 50 lbs.: Occasionally required. Lift over 50 lbs.: Not required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Occasionally required. Squatting: Occasionally required.								
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Occasionally required. Carry 26 to 50 lbs.: Occasionally required. Carry over 50 lbs.: Not required	Kneeling: Occasionally required Crouching: Occasionally required. Climbing: Occasionally required. Balancing: Frequently required.								
Reach above shoulder height: Occasionally required. Reach at shoulder height: Required. Reach below shoulder height: Required.	Work Surface(s) Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.								
Push/Pull: Frequently required									
Hand Manipulation									
Grasping: Frequently required. Handling: Frequently required. Torqueing: Occasionally required Fingering: Frequently required. Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.	During an 8 Hour Day Employee is Required to: <table> <tr> <th><u>Consecutive Hours</u></th><th><u>Total Hours</u></th></tr> <tr> <td>Sit: approximately 2</td><td>Up to 8</td></tr> <tr> <td>Stand: less than 1</td><td>Less than 8</td></tr> <tr> <td>Walk: less than 1</td><td>Less than 2</td></tr> </table>	<u>Consecutive Hours</u>	<u>Total Hours</u>	Sit: approximately 2	Up to 8	Stand: less than 1	Less than 8	Walk: less than 1	Less than 2
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